Title = Reports 2
Approved For Release CONFIDENTIAL Rec'ds Mo. Reports
CIA-RDP70-00211R000200190012-5

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: JULY 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	93	93	
2. RECORDS ACCESSIONED	803	803	36,303
3. RECORDS DISPOSED OF AT CENTER	160	160	3,108
4. RECORDS TRANSFERRED FROM CENTER	63	63	7,871
5. RECORDS HOLDINGS	25,324		
6. DISTRIBUTION MATERIAL RECEIVED	266	266	20,777
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	139	139	5,934
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	50	50	3,771
9. DISTRIBUTION MATERIAL HOLDINGS	* 12,303 ✓		
10. TOTAL HOLDINGS	37,627		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	906	906	54,928
12. INFORMATIONAL REQUESTS	575	575	5,771
13. INFORMATION REPORTS	226	226	
14. INTELLIGENCE REPORTS	4,395	4,395	
15. ADMINISTRATIVE ISSUANCES	498	498	
16. TOTAL	6,600	6,600	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	12,323	12,323
B. RETURNS	3,358	3,358
18. ADMINISTRATIVE ISSUANCES	3,400	3,400
19. TOTAL	19,081	19,081

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	612	612
21. PHOTOCOPY	115	115
22. DITTO	18	18
23. TOTAL	745	745

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	71,250
25. UTILIZED	37,627
26. COMMITTED	11,125
27. AVAILABLE	22,498

FORM NO. 1 MAR 57 490j

* Includes 1,25[illegible] Cu. Ft. of VM Records - Map Negatives

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